

Pavilion Reservation & Use Guidelines

Versailles United Methodist Church

230 Paynes Mill Road

Versailles, KY 40383

859-873-4304

versaillesumc.org

Reservation Process

1. Complete and submit the Facilities Use Reservation Form online or through the church office.
2. Requested date and time will be checked for availability and tentatively reserved.
3. The Pastor and Board of Trustees will review and confirm the reservation.
4. The church office will notify the applicant once approved and add the reservation to the church calendar.
5. Required forms, signatures, and rental fees (non-members) must be completed before the event.

Tip: Schedule your event as early as possible, as confirmation may take 3–4 weeks.

Fees

Security Deposit (Refundable): **\$500.00**

Rental Fee: **\$400.00**

Use Guidelines

1. Provide your own paper supplies, kitchen utensils, and trash bags. Kitchen utensils and dishes are not available for non-members.
2. Clean all tables and chairs and return them to the storage racks.
3. Clean kitchen and restroom areas and sweep floors.
4. Do not leave food in the refrigerator or kitchen.
5. Remove all trash from the property.
6. Alcohol and illegal drugs are prohibited.
7. Smoking is permitted only in grassy areas. Dispose of cigarette and cigar butts properly.
8. Set the air conditioner to 79° or the furnace to 60° before leaving.
9. Turn off all lights and fans before leaving.
10. Failure to follow these guidelines may result in forfeiture of the security deposit.

VUMC is not responsible for personal property left on the premises.

The above guidelines have been read and agreed to by the party reserving the pavilion.

Signature of Renter

Date

Approved July 7, 2026